



**Bright from the Start Georgia Department of Early Care and Learning  
2 Martin Luther King Jr. Drive SE, 670 East Tower  
Atlanta, GA 30334**

Phone: (404) 657-5562 WWW.DECAL.GA.GOV

**Cover Sheet**

**Date:** 5/20/2021 **VisitType:** Licensing Study

**Arrival:** 10:00 AM

**Departure:** 11:30 AM

**CCLC-39038**

**Chestnut Mountain Academy**

4720 Winder Hwy Flowery Branch, GA 30542 Hall County  
(770) 967-7105 cmakids@yahoo.com

**Regional Consultant**

Stacy Whitten

Phone: (770) 405-7920

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stacy.whitten@dec.al.gov

**Mailing Address**

Same

**Quality Rated:** ★ ★

<b>Compliance Zone Designation</b>			<b>Compliance Zone Designation</b> - A summary measure of a program's 12 month monitoring history, as it pertains to child care health and safety rules. The three compliance zones are good standing, support, and deficient.  <b>Good Standing</b> - Program is demonstrating an acceptable level of performance in meeting the rules. <b>Support</b> - Program performance is demonstrating a need for improvement in meeting rules. <b>Deficient</b> - Program is not demonstrating an acceptable level of performance in meeting the rules.
05/20/2021	Licensing Study	Good Standing	
12/31/2020	Monitoring Visit	Good Standing	
12/07/2020	Complaint Closure	Good Standing	

**Ratios/License Capacity**

Building	Room	Age Group	Staff	Children	NC/C	Max 35 SF.	35 SF. Comp.	Max 25 SF.	25 SF. Comp.	Notes	
Main	A- 1L	Four Year Olds	2	19	C	21	C	NA	NA	Centers	
Main	B- 2L	Infants	2	5	C	12	C	NA	NA	Floor Play, Nap, Feeding	
Main	C- 3L	One Year Olds and Two Year Olds	2	7	C	11	C	NA	NA	Outside	
Main	D- 4L	PreK	2	8	C	21	C	NA	NA	Centers	
Main	E- 5L	PreK	2	13	C	24	C	NA	NA	Centers	
Main	F- 3R	Two Year Olds	2	13	C	15	C	NA	NA	Outside	
Main	G- 2R	PreK	2	4	C	24	C	NA	NA	Centers	
Main	H- 1R	Two Year Olds and Three Year Olds	2	15	C	23	C	NA	NA	Transitioning	
Total Capacity @35 sq. ft.:			150			Total Capacity @25 sq. ft.:		0			Building @35 capacity limited by Health Department Limitations
Total # Children this Date:			84			Total Capacity @35 sq. ft.:			150		
						Total Capacity @25 sq. ft.:			0		

Building	Playground	Playground Occupancy	Playground Compliance
Main	Playground Left	96	C
Main	Playground RT	25	C

**Comments**

An Administrative Review was conducted on May 19, 2021. Staff files, children's files, training, and background checks were all reviewed. A virtual inspection was conducted on May 20, 2021 with the Director. An in-person visit was not conducted due to the COVID-19 pandemic. Compliance with the Executive Order issued on February 15, 2021 was reviewed during the virtual inspection.

Any rule violation which subjects a child to injury or life-threatening situation or any rule violations previously cited but not corrected, may result in the imposition of an adverse enforcement action. Serious or continued noncompliance may also jeopardize participation in one or more DECAL program(s).



Please refer to the website, <http://www.dec.state.ga.us/CCS/Regulations.aspx>, for information regarding October 1, 2018 rule changes about Criminal Records Checks that may affect your facility. In summary,

- New records checks will be required to be completed if a staff member experiences a six month break in service from the child care industry
- New clearance is required at least once every five years
- Any staff member solely responsible for supervising children will be required to have completed a comprehensive background clearance
- All staff members are required to have completed at least a national fingerprint based clearance check
- Any staff member with only the national fingerprint based clearance, must be under constant and direct supervision of a staff member with a satisfactory comprehensive records check clearance
- Facilities are required to use DECAL KOALA for Criminal Records Checks, including to verify portability of an employee



### Important New Deadlines:

Due to the ongoing COVID restrictions, the deadline to become Quality Rated for programs who want to continue to receive Childcare and Parent Services (CAPS), has been extended to at least December 31, 2021.

Get started today! Sign up by completing a short online application: <https://qualityrated.dec.state.ga.us/>  
Request free technical assistance to help you earn your star rating by contacting the Quality Rated help desk at 855-800-7747 or [qualityrated@dec.state.ga.us](mailto:qualityrated@dec.state.ga.us)

O.C.G.A. Section 42.1.12(i)(2) requires Bright from the Start: Georgia Department of Early Care and Learning to notify licensed child care programs on accessing and retrieving from the Georgia Bureau of Investigation's (GBI) website a list of the names and addresses of all registered sexual offenders. Please see GBI's website located at <http://gbi.georgia.gov> to access the Georgia Sex Offender Registry.

### Refutation Process:

You have the right to refute any of the citations noted in this report with which you disagree. To refute a citation(s), e-mail the following information to [CCSRefutations@dec.state.ga.us](mailto:CCSRefutations@dec.state.ga.us).

- 1) Facility name, license number and visit date
- 2) Your name, title/relationship to the facility, e-mail address & up to two phone number(s) where you can be reached
- 3) Specific rule number(s) that you are refuting, along with your concerns or questions regarding the rule citation

Refutations must be submitted to Child Care Services (CCS) within 10 business days of the completion date.

A sample form for submitting a refutation can be found at: <http://dec.state.ga.us/ChildCareServices/RefutationInformation.aspx>

Your refutation will be forwarded to the appropriate CCS manager, who will follow up with you about your concerns. If you have any questions about this process, contact our office at 404-657-5562.

Bright from the Start recommends that all licensed child care providers carry liability insurance coverage sufficient to protect its clients. If you do not have this liability insurance, you are required to post a notice with ½ inch letters in a conspicuous location in the program, notify the parent or guardian of each child in care in writing, obtain their signature to acknowledge receipt and maintain this written acknowledgment on file at the program at all times while the child attends the program and for 12 months after the child's last date of attendance. (O.C.G.A. Section 20-1A-4)

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Bentley Amy, Program Official

Date

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Stacy Whitten, Consultant

Date



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### Findings Report

**Date:** 5/20/2021    **VisitType:** Licensing Study    **Arrival:** 10:00 AM    **Departure:** 11:30 AM

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The following information is associated with a Licensing Study:

### Activities and Equipment

**591-1-1-.12 Equipment & Toys(CR)**

**Met**

**Comment**

A variety of equipment and toys were observed throughout the center.

**591-1-1-.35 Swimming Pools & Water-related Activities(CR)**

**Met**

**Comment**

Center does not provide swimming activities.

### Children's Records

**Records Reviewed: 5**

**Records with Missing/Incomplete Components: 0**

Child # 1	Met
Child # 2	Met
Child # 3	Met
Child # 4	Met
Child # 5	Met

**591-1-1-.08 Children's Records**

**Technical Assistance**

**Comment**

Parent authorizations obtained/completed.

**Technical Assistance**

591-1-1-.08(6) - Consultant discussed with provider to ensure children's parent names are documented for drop off and pick up each day.

Correction Deadline: 5/20/2021

<b>Facility</b>
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**591-1-1-.06 Bathrooms**

**Met**

**Comment**

Bathrooms observed to be clean and well maintained.

**Comment**

Please monitor bathroom and ensure toilet brushes and plungers are stored inaccessible to children.

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**591-1-1-.19 License Capacity(CR)**

**Met**

**Comment**

Licensed capacity observed to be routinely met by center.

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**591-1-1-.25 Physical Plant - Safe Environment(CR)**

**Technical Assistance**

**Comment**

Center appears clean and well maintained.

**Technical Assistance**

591-1-1-.25(3) - Consultant discussed with Director to monitor the wall areas in the classrooms and bathrooms where they have been spackled and repaint.

**Correction Deadline: 5/20/2021**

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**591-1-1-.26 Playgrounds(CR)**

**Technical Assistance**

**Technical Assistance**

591-1-1-.26 - 591-1-1-.26 – Please ensure to monitor the playground areas for the following hazards: - Normal wear and tear of playground equipment and toys. Potential entrapment hazards in the fence surrounding the playground area. Biting and/or stinging insects (i.e. ants, bees, etc.). Loose and/or weak tree branches surrounding the playground area. Standing water in and around playground equipment after inclement weather. Please monitor and ensure the fencing is at least four feet high in all places.

**Comment**

Discussed maintenance of resilient surface. Please fluff and redistribute.

**Comment**

Playground observed to be clean and in good repair.

**Technical Assistance**

591-1-1-.26(9) - Consultant discussed with the Director to monitor the sidewalk area on the younger children's playground and ensure the sidewalk is flush to the ground, to prevent it from becoming a tripping hazard.

**Correction Deadline: 5/20/2021**

<b>Food Service</b>
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**591-1-1-.15 Food Service & Nutrition**

**Technical Assistance**

**Comment**

Center menu meets USDA guidelines.

**Comment**

Please ensure that infant feeding forms are updated regularly.

**Technical Assistance**

591-1-1-.15(4) - Consultant discussed with Director to ensure all feeding chairs have safety straps, and that the chairs are not used when the safety straps have been removed for cleaning.

**Correction Deadline: 5/20/2021**

**Comment**

591-1-1-.15(7) - Discussed new revision to restricted food rule which states: Foods that are associated with young children’s choking incidents, such as, but not limited to, peanuts, hot dogs, raw carrots, popcorn, fish with bones, cheese cubes, grapes and any other food that is of similar shape and size of the trachea/windpipe shall not be served to the children less than four (4) years of age. Children older than four (4) years of age may be served these foods provided that the foods are cut in such a way as to minimize choking.

Please ensure the new updated infant feeding form is used. Discussed revision to the written feeding plans for children under the age of 1 years old. Age-appropriate solid foods (including cereal) shall not be given to infants or children less than one (1) year of age until recommended as developmentally appropriate by the child’s primary care physician and indicated in writing by the Parent(s). As soon as the feeding plan indicates that a child is ready for solid foods, the child shall be fed from individual spoons and individual containers or dishes. A child shall not be fed directly from the original baby food container if the contents are to be fed to the child at more than one (1) meal or to more than one (1) child.

**Correction Deadline: 5/20/2021**

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**591-1-1-.18 Kitchen Operations**

**Technical Assistance**

**Comment**

Kitchen appears clean and well organized.

**Technical Assistance**

591-1-1-.18(5) - Consultant discussed with the Director to ensure a thermometer is present in the refrigerator and freezer, and that the temperature is monitored to ensure the temperature is at the adequate degree. (refrigerator under 40 degrees/ freezer under zero degrees)

**Correction Deadline: 5/20/2021**

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**Health and Hygiene**

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**591-1-1-.10 Diapering Areas & Practices(CR)**

**Met**

**Comment**

Staff state proper knowledge of diapering procedures.

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**591-1-1-.17 Hygiene(CR)**

**Met**

**Comment**

Proper hand washing of children and staff was discussed with the staff and director on this date. Staff stated appropriate knowledge for hand washing and hygiene. Additional cleaning and sanitizing requirements due to the COVID-19 pandemic were also discussed and observed during a virtual walk through on this date.

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**591-1-1-.20 Medications(CR)**

**Met**

**Comment**

Discussed proper medication documentation and procedures. Please ensure medication is not listed as "as needed" and times are documented to show when it should be dispensed.

**Comment**

Documentation for medication dispensing observed complete.

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**Policies and Procedures**

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**591-1-1-.21 Operational Policies & Procedures**

**Met**

**Comment**

591-1-1-.21(1)(p) - During the virtual walk through of the program, Consultant discussed Emergency Preparedness plans and updating them on a regular basis, as well as observed plans on site.

**Correction Deadline: 5/25/2021**

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**Safety**

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**591-1-1-.11 Discipline(CR)****Met****Comment**

Staff were observed to maintain a positive learning environment on this date.

A Virtual Visit was conducted due to the COVID-19 pandemic. Discipline was not directly observed during the virtual walk through. Regulations regarding proper discipline were discussed with the Director on this date.

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**591-1-1-.36 Transportation(CR)****Not Met****Comment**

A current/completed inspection was observed for all vehicles used in transporting children this date.

A Virtual Visit was conducted due to the COVID-19 pandemic. Transportation vehicles was not directly observed during the virtual walk through. Regulations regarding proper seat restraints, First-Aid Kit, 1st & 2nd Checks of vehicles were discussed with the Director/Provider on this date.

**Technical Assistance**

591-1-1-.36(3)(a-b) - Consultant discussed with Director to ensure all staff who participate in transportation complete the required transportation training every two years.

**Correction Deadline: 5/30/2021**

**Finding**

591-1-1-.36(7)(c)3. requires that the driver or other designated person document in writing the time of arrival and departure each time the vehicle departs from the Center, is loaded or unloaded at each school and when the vehicle returns to the Center; each time the vehicle departs from the Center, arrives at the location where any child is picked up or dropped off and when the vehicle returns to the Center; each time the vehicle leaves the Center, arrives at a field trip destination, leaves a field trip destination, and returns to the Center. It was determined based on a review of records that on April 28, 2021, there was not evidence of a load or unload time or return time documented, on a routine transportation trip from CMCSI with eight children.

**POI (Plan of Improvement)**

The Center will ensure that each time of arrival and departure is documented by the driver or designated person with training, review and monitoring.

**Correction Deadline: 5/21/2021**

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<b>Sleeping &amp; Resting Equipment</b>
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**591-1-1-.30 Safe Sleeping and Resting Requirements(CR)****Not Met****Comment**

Discussed SIDS and infant sleeping position.

**Comment**

The correct number of mats, sheets and blankets were observed on this date. Cleaning and disinfecting of mats was discussed with the director on this date. Please ensure childrens bedding is always stored separate from other children's items, blankets, cots and/or mats.

## Finding

591-1-1-.30(2) requires the Center to provide a safe sleep environment in accordance with American Academy of Pediatrics (AAP), Consumer Product Safety Commission (CPSC) and American Society for Testing and Materials (ASTM) recommendations as listed in these rules for all infants. Center Staff shall place an infant to sleep on the infant's back in a crib unless the Center has been provided a physician's written statement authorizing another sleep position for that particular infant that includes how the infant shall be placed to sleep and a time frame that the instructions are to be followed. When an infant can easily turn over from back to front and back again, Staff shall continue to put the infant to sleep initially on the infant's back but allow the infant to roll over into his or her preferred position and not re-position the infant. Sleepers, sleep sacks and wearable blankets that fit according to the commercial manufacturer's guidelines and will not slide up around the infant's face may be used when necessary for the comfort of the sleeping infant. Swaddling shall not be used unless the Center has been provided a physician's written statement authorizing its use for a particular infant that includes instructions and a time frame for swaddling the infant. Center Staff shall not place objects or allow objects to be placed in or on the crib with an infant such as but not limited to toys, pillows, quilts, comforters, bumper pads, sheepskins, stuffed toys, or other soft items and shall not attach objects or allow objects to be attached to a crib with a sleeping infant, such as, but not limited to, crib gyms, toys, mirrors and mobiles. It was determined based on an observation, that one infant was observed to be sleeping in a crib with a stuffed bear.

### POI (Plan of Improvement)

The Center will take all steps necessary to provide a safe sleep environment for infants as listed in these rules; will train Staff to follow these rules; and will monitor for compliance.

**Correction Deadline: 5/20/2021**

<b>Staff Records</b>	
<b>Records Reviewed: 24</b>	<b>Records with Missing/Incomplete Components: 9</b>
Staff # 1	Met
Staff # 2	Not Met
Date of Hire: 12/02/2020	
<u>"Missing/Incomplete Components"</u>	
.33(3)-Health & Safety Certificate	
Staff # 3	Met
Date of Hire: 05/05/2021	
<u>Reminder - Health &amp; Safety training is required within 90 calendar days of hired</u>	
Staff # 4	Not Met
Date of Hire: 08/20/2018	
<u>"Missing/Incomplete Components"</u>	
.33(5)-10 Hrs. Annual Training	
Staff # 5	Met
Date of Hire: 05/10/2021	
<u>Reminder - Health &amp; Safety training is required within 90 calendar days of hired</u>	
Staff # 6	Not Met
Date of Hire: 08/16/2018	
<u>"Missing/Incomplete Components"</u>	
.33(5)-10 Hrs. Annual Training	



Staff # 7 Date of Hire: 08/10/2020	Met
Staff # 8 Date of Hire: 08/06/2018	Met
Staff # 9 Date of Hire: 10/07/2019 <u>"Missing/Incomplete Components"</u> .14(2)-CPR missing,.14(2)-First Aid Missing	Not Met
Staff # 10 Date of Hire: 07/13/2020 <u>"Missing/Incomplete Components"</u> .33(3)-Health & Safety Certificate	Not Met
Staff # 11 Date of Hire: 07/13/2020 <u>"Missing/Incomplete Components"</u> .33(3)-Health & Safety Certificate	Not Met
Staff # 12 Date of Hire: 04/21/2021	Met <u>Reminder - Health &amp; Safety training is required within 90 calendar days of hired</u>
Staff # 13 Date of Hire: 08/14/2020 <u>"Missing/Incomplete Components"</u> .33(3)-Health & Safety Certificate	Not Met
Staff # 14 Date of Hire: 08/14/2000	Met
Staff # 15 Date of Hire: 02/15/2021	Met
Staff # 16 Date of Hire: 08/08/2017	Met
Staff # 17 Date of Hire: 11/30/2020 <u>"Missing/Incomplete Components"</u> .33(3)-Health & Safety Certificate,.14(2)-CPR missing,.14(2)-First Aid Missing	Not Met
Staff # 18	Met

**Records Reviewed: 24****Records with Missing/Incomplete Components: 9**

Date of Hire: 11/07/2008

Staff # 19 Met

Staff # 20 Met

Date of Hire: 08/01/2011

Staff # 21 Met

Date of Hire: 08/21/2012

Staff # 22 Not Met

Date of Hire: 04/08/2019

"Missing/Incomplete Components"

.14(2)-CPR missing,.14(2)-First Aid Missing,.33(5)-10 Hrs. Annual Training

Staff # 23 Met

Staff # 24 Met

Date of Hire: 11/16/2015

**Staff Credentials Reviewed: 8****591-1-1-.09 Criminal Records and Comprehensive Background Checks(CR)****Met****Comment**

Criminal record checks were observed to be complete. Consultant observed evidence of all staff to have satisfactory comprehensive background checks.

**Comment**

Director provided three file(s) for employees hired since last visit.

**591-1-1-.33 Staff Training****Not Met****Comment**

Please ensure completed orientation checklists are documented and signed.

**Finding**

591-1-1-.33(3) requires each Staff member with direct care responsibilities to complete health and safety orientation training within the first 90 days of employment. The state-approved training hours obtained will count toward required first year training hours. The training must address the following health and safety topics: prevention and control of infectious diseases (including immunizations); prevention of sudden infant death syndrome and use of safe sleeping practices; administration of medication, consistent with standards for parental consent; prevention of and response to emergencies due to food and allergic reactions; building and physical premises safety, including identification of and protection from hazards that can cause bodily injury such as electrical hazards, bodies of water, and vehicular traffic; prevention of shaken baby syndrome, abusive head trauma and child maltreatment; emergency preparedness and response planning for emergencies resulting from a natural disaster or a human-caused event (such as violence at a child care facility); handling and storage of hazardous materials and the appropriate disposal of bio contaminants; precautions in transporting children; recognition and reporting of child abuse and neglect; and child development. It was determined based on a review of records that five staff members, staff members #2, 10, 11, 13, and 17 did not have evidence of completing health and safety orientation training within the first 90 days of employment.

**POI (Plan of Improvement)**

The Center will develop and implement a plan to schedule and track this training for all employees based on their hire dates and will ensure that the training includes all required components as required. When provider hires a new staff member a list of required training will be given to the new hire to ensure they know what needs to be completed as well as the date it is due by.

**Correction Deadline: 6/7/2021**

**Recited on 5/20/2021**

**Technical Assistance**

591-1-1-.33(4) - Consultant discussed that the Director is required to obtain the four hour nutrition training.

**Correction Deadline: 6/19/2021**

**Finding**

91-1-1-.33(5) requires that every calendar year after the first year of employment, all supervisory and caregiver Personnel, except independent contractors, Students-in-Training and volunteers shall attend ten (10) clock hours of diverse training which is task-focused in on-going health, safety and early childhood or child development related topics and which is offered by an accredited college, university or vocational program or other Department-approved source. The annual ten (10) clock hours of training shall be chosen from the following fields: child development, including discipline, guidance, nutrition, injury control and safety; health, including sanitation, disease control, cleanliness, detection and disposition of illness; child abuse and neglect, including identification and reporting, and meeting the needs of abused and/or neglected children; and business related topics, including parental communication, recordkeeping, etc.; provided however that such business related training shall be limited to no more than two (2) of the required ten (10) clock hours of training. Records of completion of such training shall be maintained, as required by these rules. It was determined based on a review of records, three staff members, staff member #4, 6 and 22, hired more than one year ago did not have evidence of completing ten hours of annual training.

**POI (Plan of Improvement)**

The Center will plan and schedule the required 10 hours of annual training each year and follow up to ensure the training is completed.

**Correction Deadline: 6/19/2021**

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**591-1-1-.31 Staff(CR)**

**Met**

**Comment**

Discussed that all lead staff must enroll in an approved education program within 6 months of hire and complete degree within 18 months.

**Comment**

Staff observed to be compliant with applicable laws and regulations. Additional cleaning and sanitizing requirements due to the COVID-19 pandemic were discussed and observed during a virtual walk through on this date. The program was in compliance with the Executive Order issued on February 15, 2021.

**Staffing and Supervision**

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**591-1-1-.32 Staff:Child Ratios and Group Size(CR)**

**Met**

**Comment**

Center observed to maintain appropriate staff:child ratios.

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**591-1-1-.32 Supervision(CR)**

**Met**

**Comment**

Staff observed to provide direct supervision and be attentive to children's needs.

Discussed new revision to the supervision rule which states: Staff shall be attentive and participating with all children during mealtimes and shall be seated within an arm's length away from children thirty-six (36) months of age and younger.